



DIRECTOR OF

LIBRARY

SERVICES

**THE CITY OF
ARLINGTON,
TEXAS
IS SEEKING
AN EXPERIENCED
LOCAL GOVERNMENT
PROFESSIONAL TO
SERVE AS THE
DIRECTOR OF
LIBRARY SERVICES**

COMPENSATION AND BENEFITS

THE SALARY FOR THIS POSITION IS HIGHLY COMPETITIVE AND NEGOTIABLE. IN ADDITION, THE CITY PROVIDES AN EXCELLENT EXECUTIVE BENEFIT PACKAGE.

APPLICATION AND SELECTION PROCESS

THIS POSITION IS OPEN UNTIL FILLED. THE FIRST RESUME SCREENING WILL BEGIN ON MARCH 4, 2004. SUBMIT RESUME, COVER LETTER WITH CURRENT SALARY, AND THREE WORK-RELATED REFERENCES TO:

SHANNON EXECUTIVE SEARCH
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THE CITY OF ARLINGTON, TEXAS IS SEEKING AN EXPERIENCED LOCAL GOVERNMENT PROFESSIONAL TO SERVE AS THE DIRECTOR OF LIBRARY SERVICES

THE COMMUNITY

Arlington is a city of 345,000 located in the heart of the Dallas Fort Worth metroplex. The City offers many key ingredients for a high quality of life including quality, affordable housing, one of the best school systems in the State, and the University of Texas at Arlington, the fifth largest university in Texas. The City's entertainment district, with premiere amusement parks and the Texas Rangers Baseball Club, draws over 6.5 million visitors a year. Additionally, both Dallas and Fort Worth have world-class orchestras, theaters, and some of the finest museums in the world, all less than 30 minutes away.

Arlington is an exciting place to live and work, and offers something for everyone.

CITY GOVERNMENT

The City of Arlington operates under the Council-Manager form of government. There are eight Council members, five are elected by district and three are elected at-large. An independently elected Mayor serves a two-

year term. The City Council appoints the City Manager, City Attorney, and Municipal Court Judges. Department Directors are appointed by the City Manager.

The City of Arlington has 2,380 employees and a total annual budget of \$315 million. Arlington is consistently ranked as one of the nation's best-managed cities. To learn more about the City of Arlington, visit the City's website at www.ci.arlington.tx.us.

THE LIBRARY DEPARTMENT

The City's Library Department currently has a staff of 68 and an operating budget of \$5.5 million. City facilities include a central library and five branches, with an additional branch planned in the near future. The Director's management team includes an Administrative

Director; Branch Services Administrator; Bibliographic Services Administrator; Electronic Services Administrator and Central Library Services Administrator.

BOARD

The Council-appointed Library Board serves as a key advisor to the Mayor and Council on library services and issues. Staff support for the Board is provided by Library Department staff.

CURRENT ISSUES AND PRIORITIES FOR THE NEW DIRECTOR

Arlington has developed a well-deserved reputation for its high quality library services. The new Director will be expected to build on this tradition.

❖ Facilities

The Director will oversee the design and construction of the City's final branch library. In addition, the future strategic direction for the City's central library is an issue that must be explored.

❖ Leadership and Management

The Director will be expected to focus on the leadership and management of the department. Key issues include mentoring professional staff, effective utilization of technology, and improvement of coordination among City departments.

❖ Customer Service

The department prides itself on its tradition of professionalism and quality service to the public. The new Director will be expected to continue and expand on this reputation.

❖ Budget

The annual operating budget is \$5.5 million. Quality services provided by the department are always in high demand for major and significant projects and programs, so prudent management of department resources is always a priority.

IDEAL CANDIDATE

The ideal candidate is a sophisticated local government executive who has exceptional leadership, managerial, communication, and interpersonal skills, and possesses broad experience in all areas of library services. In addition, candidates should have a proven track record of innovation/creativity, and of building strong relationships with elected officials, other Executive Managers, the community, Boards, and City staff. Substantial experience is expected in library administration, with significant tenure at the director, or assistant director level. Typical candidates include Library Directors, Assistant Directors and generalist executives with leadership responsibility for library services. A Master of Library and Information Science (MLS or MLIS) is preferred.

EXPERTISE

The Director will be a key problem-solving team member of the City's Executive Staff. While broad knowledge and skills covering all areas of library services is assumed, the issues and priorities facing Arlington also demand the following leadership competencies:

❖ Communication & Interpersonal Relationships

Increasing personal effectiveness requires leveraging existing emotional and intellectual resources, building trust with constituents, instilling confidence, and sustaining professional relationships to develop supporting staff and one's self.

❖ Conceptual Thinking & Problem Solving

Increasing personal effectiveness requires understanding the positions of internal and external parties, investigating and questioning all facets of issues, moving beyond the status quo and encouraging innovation for results.

❖ Strategic Orientation

Increasing personal effectiveness requires envisioning successful outcomes and operationalizing those outcomes into clearly defined programs and initiatives. Calculated risks must be taken in an uncertain environment and the implementation of change when necessary.

❖ Personality Traits/Characteristics/Attributes

Increasing personal effectiveness requires understanding oneself, maintaining a dedicated work ethic, and performing in a professional and ethical manner.

